

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, October 14, 2010
Location: Library Conference Room, 3900 Main Street

1. Administer the Oath of Office and the Statement of Elected/Appointed Office to the newly appointed members.
 - Deputy City Secretary, Stacey Chadwick, administered oaths to Veda Kull, Julie Plummer, Pat Harris and Leora Olorunnisomo.
2. Meeting called to order at 7:13 p.m. and a quorum was present.
 - Members present: Veda Kull, Pat Harris, Ginny Thomas, Julie Plummer and Leora Olorunnisomo.
 - Members absent: Mary Baldwin and Bill Schwab.
 - Visitors: Donna Davis.
 - Staff present: Director of Library Services Kathy Cockcroft.
3. Introduce and welcome new Library Advisory Board members.
 - Introductions were made, new member Leora Olorunnisomo was appointed as an alternate member to the Board. New member Bill Schwab was unable to attend the meeting.
4. Elect Library Advisory Board officers for 2010-2011.
 - Veda made a motion to elect Pat Harris as Chairperson. Ginny Thomas seconded; motion passed unanimously.
 - Pat Harris made a motion to elect Veda Kull as Vice-Chair and Ginny Thomas as secretary. Veda seconded; motion passed unanimously.
5. Consider approving the minutes of the regular meeting held September 8, 2010.
 - Motion made by Veda to accept the minutes as written, seconded by Julie; motion passed unanimously.
6. Acknowledge communications.
 - Library Board hosting an event like a murder mystery that would be good for the community and might raise money for the library. On any other event, Pat mentioned that the Friends have had some workshops on various events and discussed this also. We might collaborate with the Friends so we could have donations to the library.
 - Cassie Wilson, Youth Services Librarian, is retiring.
7. Receive State of Library reports.
 - September was a very successful month for library programming. The library, in conjunction with the Senior Advisory Board, offered adults a four week genealogy series which was very well attended.
 - The computer classes for seniors started in September with a three day session on basic computers. Two more sessions are planned for October and November.
 - The City Manager's Book Club discussed *Water for Elephants* and the Rowlett Quilters' Guild held a quilters' demo on a Saturday morning.

- GED classes began as well as ESL. GED is offered Monday and Wednesday evenings and Tuesday & Thursday mornings. There are approximately 15 tutors and 25 students. We now have six ESL volunteers and classes are offered Monday through Thursday afternoons, Monday night and Saturday morning.
- Our READ in America event was not a success. There were many volunteers and readers, but only five children. However the show went on and it was enjoyed by all.
- A new story time was added this fall for the three to four year old group. Attendance has been low but Kathy believes it will grow. Our regular story times are very well attended. The library is also offering *Teens in the Library*, a monthly meeting to discuss books.
- One of the attendees at the genealogy class tripped on the library's sidewalk. She was badly bruised and was taken by ambulance to the hospital. Her son visited Kathy later in the day and fortunately she did not break any bones. He was very concerned about our sidewalks. They were reviewed by Public Works and three separate sections have been replaced.
- During the rain storm on September 8th, the library received a great deal of water damage. It was determined that the seals in the windows panes were no longer holding and they have since been resealed. We will also be replacing the carpet around the perimeter of the library and the carpet in the hallway and Conference Room. Both are very much needed.
- The library will be featured in the opening show of *Discover Rowlett*, hosted by Todd Gottel. *Discover Rowlett* will be a regular feature on Channel 16 and each show will highlight a section of Rowlett. The first show was on downtown Rowlett and the library and Big Star were featured.
- The library emptied the storage unit we had been renting. Some of the material was transported to the old firehouse, some to the library and some items were discarded. This will bring a savings of \$2000 to our budget.
- Finally, September was all about the budget and the work plan. The request for a new integrated library system, our last upgrade was 2004, was postponed. We do have a disaster recovery system in place so we have backup. Library staff will take this year to continue to continue to evaluate the different systems available and hopefully 2012 will be the year for the new system.

Receive an update on the library's budget.

- FY 2011 budget is \$1,126,905.
- Library spent 97% of the FY 2010 budget.

Receive an update on the Library Equipment Acquisition Fund (L.E.A.F.).

- Donations for month \$326.30; post a notice about new guideline on what the library will accept as book donations and magazines.
- Sold 4 tote bags in September.

Receive ongoing report on volunteer hours in Library.

- Volunteer hours are up for the month.

Receive an ongoing report on programs.

- Program attendance is up.

Announce upcoming events.

- Spooktacular Halloween program on Saturday, October 16th.
- City appreciation dinner for Boards and Commission on Thursday, October 28th.
- Pet a Reindeer program on Saturday, November 6th.
- Veteran's Day program on Thursday, November 11th; library staff member Cristen Gray will be the vocalist.
- City Tree Lighting event on Saturday, December 4th from 5 – 8 p.m. Library will be open late; will have a craft of decorating gingerbread houses and children's author. Library Board members are invited to help.

8. Review mandatory Open Meeting Act training.

- Newly appointed board members should complete the training and submit their certificate to the City Secretary by November 19th.

9. Announce City Council Staff Liaisons to the Library Advisory Board.

- Council Liaisons are Doug Phillips and Michael Gallops.

10. Report on changes to the Boards and Commission Handbook.

- City has revised the handbook. Now City Council members will visit each board or commission instead of each board or commission meeting with the Council once per year.
- If a member of the board leaves, then the alternate member will automatically be moved to vacant position instead of waiting until next board appointments.

11. Discuss Volunteer Fair hosted on September 13, 2010.

- Volunteer fair turned out well. Veda said signs placed by City are great, but we needed more advertisement or knowledge about what it was for.
- 64 people attended, this will be held every year as an annual event.

12. Report on meeting held September 22, 2010 with Sally Reed, President of the Association for Library Trustees, Advocates, Friends and Foundation (ALTAFF).

- Julie Plummer, 2 Friends members and various staff members attended.
- Looking to raise support not just money.
- Reed had some great theories for ways to validate library services.

13. Discuss library work plan presented to the City Manager on September 30, 2010.

- Library goals were discussed; spotlight is on Mango languages, Spanish story times, downloadable eBooks and other items to digital content.
- Discuss how DART will effect library.
- Make sure all our stuff is online.
- Continue to create new readers.
- City Manager Book Club – *The Glass Castle*

14. Report on Representative Joe Driver's presentation of Loan Star Libraries Grant check at October 5, 2010 City Council meeting.

- Kathy Cockcroft was present at presentation; meeting time was changed from 7:30 p.m. to 6 p.m.
- They presented the grant to us for \$14,989 and library will use for GED program.
- In order to receive the Loan Star Libraries grant a library must be accredited.

15. Discuss November 20, 2010 Holiday parade activities
- Put on by the Exchange Club from 9 a.m. to 4 p.m.
 - The Friends may have some kind of fundraising.
 - We will need booth materials for the First United Methodist Church – Kathy Lane will get this together.
16. Members of the Commission and or staff may make announcements of local civic events. No member of the board or commission may discuss or take any action with regard to the announcements.
- None
17. Future Topics.
- Call to order
 - Consider approving the minutes from the previous meeting
 - Acknowledge communications and announcements
 - Receive the State of Library report for October 2010
 - receive an update on the library's budget
 - receive an update on Library Equipment Acquisition Fund (L.E.A.F.) fund
 - a) update on the "ongoing" book sale
 - b) update on tote bag donations
 - receive ongoing report on volunteer hours in library
 - receive an ongoing report on programs
 - announce upcoming events
 - Discuss November 20, 2010 Holiday Parade activities
 - Public announcements
 - Future topics
 - Adjourn
10. Public Announcements.
11. Adjournment.
Motion made to adjourn by Veda Kull seconded by Leora Olorunnisomo.
Meeting adjourned at 8:15 p.m.

Pat Harris
Pat Harris, Chairperson

11/11/10
Date